

[DATE]

[LEA Name]

COMPARABILITY EXEMPTION PROCEDURES

Please choose one from the following exemptions:

_____ Single site LEA

_____ One school per grade span with no overlapping grades

[LEA Name] receives Title I grant funds and does not calculate comparability because [Checked Reason].

[LEA Name] will review its school status annually as part of the annual budget development and approval process. If the [LEA Name] stops receiving Title I funds or is no longer exempt (due to expansion or other reasons), then it will revise these procedures immediately in accordance with State guidance.

STAFF: The [Staff Position(s)] will be responsible for compliance, which includes the annual review and recordkeeping and completing the assurance of comparability.

The [LEA Name] is still required to notify ADE of its exempt status by completing and submitting an Assurance of Comparability every other year by the deadline. To meet the notification requirement, [LEA Name] shall submit the "Assurance of Comparability" available under Academic Achievement Reports via the [Common Logon](#).

DOCUMENTATION OF EXEMPTION: The [LEA Name] will keep a [paper and/or electronic] file containing these procedures, student counts, and a copy of the biannual Assurance of Comparability available for inspection in the [Location Name] located at [Location Address] for not less than three (3) years.

School Letter Head

(Contact Information for main point of contact)

Procedures for complying with the Title I Comparability Requirements

(Date) – Gather information
Obtain the following reports from district staff: <ul style="list-style-type: none">• 40th day student count from (person/reporting system)• District staffing positions by school site from (person/reporting system)<ul style="list-style-type: none">◦ Report should represent staffing around the 40th day time period• All reports will be retained at (location/computer folder/etc.)
(Date) – Calculate Comparability/File Exemption
Prepare the comparability tables in the comparability workbook <ul style="list-style-type: none">• (Describe method used if applicable)• (Describe exemption used if applicable)
(Date) – Review Calculation/Exemption with Business Manager/Superintendent
Review outcome of (Calculation/Exemption) <ul style="list-style-type: none">• Make recommendations if shown not comparable• Review other methods to ensure comparability can be shown
(Date) – Submit Comparability/Exemption report to the Department of Education
Comparability report can be filed through ALEAT <ul style="list-style-type: none">• Supporting evidence should be filed with the workbook <p>Assurance of Comparability is to be filed through ALEAT biennially attesting that our sites are meeting comparability or are exempt.</p>